



## Police Chief

**Department:** Police

**Class Code:** 7442

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/10/1995

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of unusual difficulty in administering, directing and coordinating activities of the Police Department; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, organizes and directs the programs and operations of the police department; coordinates and administers daily police activities through subordinates; reviews changes in policy or law related to police activities to determine required revisions in operating procedures, and implements revisions; provides guidance and counsel to division and bureau commands in the implementation and evaluation of new programs; reviews applications, results of testing, oral interviews and background information to determine suitability of candidates for patrol officer; supervises the general training and development of personnel; inspects police personnel and equipment; evaluates work performance and reviews evaluations of personnel for infraction of policy or procedures; participates in the internal affairs activities of the department; receives complaints from citizens regarding police service and actions; investigates complaints personally or ensures that they are properly assigned and investigated; serves on various committees; coordinates major crime investigations; analyzes data from reports to identify patterns and trends of crime; directs activities of personnel in preparing budget and maintaining police records; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles, practices, and methods of modern police management and administration; of applicable federal, state, and local laws and ordinances; of the standards by which the quality of police service is evaluated; considerable knowledge of other governmental jurisdictions and authorities as they relate to police work; of budgeting practices and principles; of effective supervisory principles and techniques.

Comprehensive skill in planning and evaluating major police programs and services; participating in the internal affairs responsibilities of the department; in developing and maintaining effective working relations with other police and government officials, employees, and the public; in communicating effectively, orally and in writing.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Baccalaureate degree in police science or related field and ten years experience in law enforcement including six years experience in varied law enforcement supervisory and management assignments, or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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